

**AIRS/AFS REGISTRATION AND USER PROFILE FORM**  
*General Registration Information for the AIRS Facility Subsystem (AFS)*

TODAY'S DATE:	ADD <input type="checkbox"/>	CHANGE <input type="checkbox"/>	DELETE <input type="checkbox"/>
---------------	------------------------------	---------------------------------	---------------------------------

USER NAME	NCC USER ID: _____
-----------	--------------------

ORGANIZATION NAME
-------------------

OFFICE/DIVISION/BRANCH
------------------------

ADDRESS	CITY	STATE	ZIP
---------	------	-------	-----

EMAIL
-------

READ ACCESS	0	1	UPDATE ACCESS	0	1	2
-------------	---	---	---------------	---	---	---

WORK PHONE	SPECIAL ACCESS CODES
------------	----------------------

NCC BIN:	REMOTE PRINTER:	NCC ACCOUNT:
----------	-----------------	--------------

**USER CATEGORY (CHECK ONE)**

<input type="checkbox"/> REGION _____	<input type="checkbox"/> STATE _____	<input type="checkbox"/> NATL EPA	<input type="checkbox"/> GENERAL PUBLIC
---------------------------------------	--------------------------------------	-----------------------------------	---

COUNTIES									
----------	--	--	--	--	--	--	--	--	--

AUTHORIZATIONS: All AFS users are responsible and accountable for their use of the system and the data resulting from such access. Failure to practice safety procedures while using AFS may result in suspension of access privileges. (See OMB-A130 Circular: Policy for the Management of Federal Information Resources) **Receiving AFS access, I understand and agree to the following responsibilities:**

- You may not allow any other individual(s) to use your User ID and password to access the system.
- Your password should consist of letters/characters that are not very easily determined.
- Your password should not be displayed in visible areas. Your AFS User ID and password should be safeguarded against all risk.
- Respect enforcement sensitive data! Reports from AFS will indicate if they are enforcement sensitive. Enforcement sensitive reports should be guarded from inappropriate disclosure.
- It is your responsibility to notify the appropriate individual when your ID is no longer required to conduct your job (i.e. new position, departure from the agency, etc.)

**AUTHORIZATIONS**

TITLE	NAME (PRINTED)	SIGNATURE	DATE
USER			
USER SUPERVISOR			
REGIONAL AFS MGR			
REGIONAL RACF			
AFS SECURITY			

## INSTRUCTIONS FOR COMPLETING THE AFS USER PROFILE FORM

The information on the AFS User Profile form will be used to establish, update, or delete your security profiles. Read all the instructions very carefully and follow these three steps:

- A. Complete the general registration information on the top half of the form.
- B. Complete the information in the User Category blocks. If you will be accessing AFS as a County User, please provide county FIP codes in the blocks provided.
- C. Mail or FAX this form to :

US Environmental Protection Agency  
ATTN: AFS Security Manager  
Office of Enforcement Compliance and Assurance (MD 2222A)  
1200 Pennsylvania Avenue, NW  
Washington, DC 20003

Office phone: (202) 564-5962  
FAX number: (202) 564-0032

---

**NOTE:** You do not have to complete this form if you are only requesting retrieval access for non-sensitive data. Just call the phone number above and provide our staff with the user information in the top half of the form. Before completing this form, you must have two items:

1. An EPA **Mainframe Account** and
2. An EPA National Computer Center (NCC) three-character **User ID**.

To determine your EPA account, please ask your supervisor or State/Regional AFS Coordinator. They will obtain a User ID for you under the appropriate account and send you a notice entitled "Account Authorization Notice" with your account, and initial password.

**Note to General Public Users:** General public users, such as private companies, may obtain an account (for which they will be billed) by calling the National Technical Information Service (NTIS) at (800) 553-6847. Once a public user has obtained an authorization notice, the User Profile form can be completed, FAX'd or mailed for action.

---

### SECURITY PROFILE CODES

**User Category:** R=EPA Region      S=State      C=County      N=EPA National      G=General Public

---

**EPA Region:** Two-Digit Regional Designator  
**State:** Two-Character standard US Postal State abbreviation, or two-digit FIPS State Code  
**County:** Three-Character FIPS County Code  
**Blank:** Implies National

---

#### Read Access Codes:

- 0 = Read Access for Non-Sensitive information  
1 = Read Access to both Non-Sensitive and Sensitive information within one's user category.

---

#### Update Access Codes:

- 0 = No Update Access  
1 = Update Access to only Non-Sensitive information within one's user category.  
2 = Update Access to both Non-Sensitive and Sensitive information within one's user category.

---

**Signatures Required:** User, User's Supervisor, EPA Regional AFS Manager, Regional RACF Administrator, and National AFS Security Manager. Signature implies that User understands and agrees to security responsibilities.

---

**Changes in a User's Authority:** When a user requires different authority than was specified on the original User Profile form submitted to EPA, please complete a new form. Please complete all information, not just the changed information.

---

#### Special Profile Functions:

- D Ability to use the transaction Resubmittal Utility  
E Notification of the Association/Merge of Two Plants with Different EPA Ids  
N Ability to delete any AFS Plant - Bypass the Edits (AKA Admin Delete)  
O Ability to update just the Staff Code Table  
P Ability to perform Manual Utility Updates  
Q Ability to update High Priority Violator Flags  
R Ability to Update the EPA ID (AKA Key ID)  
S Ability to Update Plant Compliance Monitoring Strategy Information